

## **Guidelines for Special Administrative Permits**

Applicant submits:

Letter of intent - must be detailed and address each item listed below:

Date(s) of event

Time of event

Location of event

Full description of event

Number of people expected to attend

\*Security provided by off-duty deputies on-site during event (if applicable)

\*Traffic coordination (if applicable) during event provided by off-duty deputies

Portable toilets must be provided

Site plan of events to determine compliance with all zoning ordinance requirements.

\*All security must be provided by off-duty deputies from the Walton County Sheriff's Department (Contact Keith Brooks 770-266-1534 for information)

The Director will consider all requests for special administrative permits pursuant to the letter of intent and all the standards listed below:

1. Adequacy of the size of the site for the use contemplated and whether or not adequate land area is available for the proposed conditional use;
2. Compatibility with adjacent properties and with other properties in the same zoning district;
3. Adequacy of the public street on which the use is proposed to be located and whether or not there is sufficient traffic-carrying capacity for the use proposed so as not to unduly increase traffic and create congestion in the area;
4. Ingress and egress to the subject property and to all proposed buildings, structures, and uses thereon, with particular reference to pedestrian and automotive safety and convenience, traffic flow and control, and access in the event of fire or other emergency;

5. Whether or not the proposed use will create unreasonable adverse impacts upon any adjoining land use by reason of noise, smoke, odor, dust, vibration, hours of operation or the manner of operation generated by the proposed use;
6. Whether the length of time for which the conditional use permit is granted should be limited in duration.
7. Whether or not the size, scale and massing of proposed buildings are appropriate in relation to the size of the subject property and in relation to the size, scale and massing of adjacent and nearby lots and buildings.
8. Whether the proposed plan will adversely affect historic buildings, sites, districts, or archaeological resources; and
9. Whether or not the proposed plan will have an unreasonable adverse impact on natural resources or environmentally sensitive areas, including floodplains, wetlands, prime plant or animal habitat, or other similar features of unique value to the character of Walton County.

Special Use permits- \$100.00

Flame resistance letter required for all tents

Electrical Permit - \$25.00